

**SACRED HEART SCHOOL, SILIGURI**  
**CIRCULAR-PARENTS 61/2020-21**  
**14.08.2020**  
**REGISTRATION OF STUDENTS**

Dear Parent,

You are kindly requested to confirm the correct entry for your ward in the Registration for the ICSE Examination 2022 in the following fields-

1. Spelling of the name of your ward and the correct spelling of the names of the parents
2. Date of Birth of your ward as per birth certificate and correct official document
3. The choice of subject

For checking the entry, please open the what's app group named

1. "ICSE CLASS 9 REGISTRATION" for boys and
2. " ICSE CLASS 9C REGISTRATION" for girls.

The registration card is posted in the what's app group as a pdf file under your wards name.

**PROCESS FOR CHECKING ENTRY**

1. Open the pdf file and check it.
2. If entry is correct, in a piece of blank paper, write your wards name and write" All Entries Correct" and sign your name. Below your signature write your name in block letters.
3. If entry has an error, in a piece of blank paper, write "Error" and write the correct entry and sign your name. Below your signature write your name in block letters.
4. Kindly complete this process by Wednesday 19<sup>th</sup> August

As the entry in the document will be used as an official document for your ward in all future academic purpose, I request that you check the entries with caution.

Thanking you,

Principal